



Guidelines for Nurses and Midwives for Continuing Professional Development

Legislative changes

In October 2002, the Victorian Department of Human Services commenced a review of the regulatory framework governing the registered health professions in Victoria. As a result new legislation is to be enacted in July 2007 and will replace 11 separate registration Acts and associated Regulations, including relevant provisions within the *Health Act 1958*.

The aim of the new legislation is to promote a more consistent approach to regulation across all health professions, and means that only one piece of legislation will need to be amended in the future.

In relation to Continuing Professional Development (CPD) the new *Health Professions Registration Act 2005* specifically notes:

- s18(3) The responsible Board may require an applicant
- (b) to provide information about -
 - (ii) any continuing professional development undertaken during the existing registration period.

The Nurses Board of Victoria has developed a set of principles and guidance to assist registered nurses and midwives regarding continuing professional development.

Definition of Continuing Professional Development:

Any process or activity, planned or otherwise, that contributes to an increase in or the maintenance of knowledge, skills and personal qualities to learning, teaching [clinical care] and broader academic practice. This includes leadership, management and administration.

(Higher Education Academy 2005)

Aim

The aim of continuing professional development is to ensure knowledge and competence acquired during undergraduate and post graduate education remains current and new information is acquired and translated into practice. It is a professional responsibility for all practicing nurses to maintain their competence to practice.

Continuing Professional Development:

- Enhances clinical, academic, leadership and managerial skills in the short term and
- Facilitates longer term professional effectiveness and career development.



Principles for CPD for Registered Nurses and Midwives in Victoria

- CPD is a process of lifelong learning for all registered nurses and midwives and enhances professional effectiveness
- CPD assists registered nurses and midwives to maintain and enhance theoretical knowledge, clinical skills, leadership and managerial skills
- CPD should be largely self-directed, incorporate reflective practice and be relevant to the individual nurse's/midwives' professional practice
- CPD can occur in any setting and can be formal structured learning, or experiential learning that includes reflection in and on practice, which is a way of validating day-to-day practice

CPD Portfolio

CPD portfolio should contain a:

- Planning section - to state the individual learning needs identified
- Ways in which the identified learning needs have been fulfilled (record of attendance)
- Evaluation of meeting self identified learning needs or professional development obtained.

A proforma is attached for those nurses and midwives that may not currently be utilising a recording sheet for CPD activities. However, participation in a College/Association program or other organisations would be recognised.

Evidence Requirements

The Nurses Board of Victoria expects all nurses will maintain evidence of their continuing practice. CPD activities should be chosen to coincide with the context of clinical or other professional nursing practice. CPD activities may be within your work environment or within an educational context. They may be undertaken in a variety of different learning activities. For example may include but are not limited to short courses, seminars, conferences or in-house education.

Do not send original documents, as documents forwarded to the Nurses Board of Victoria as part of the audit will not be returned.

Random Exploratory Audits

The Nurses Board of Victoria may randomly audit up to 5% of the nurses on the register. If selected for audit, the registered nurse will receive a letter from the Board requesting a **copy** of the individual nurses continuing professional development records for the previous 2 years prior to the date of the letter. These records should be contemporaneous and consistent with professional practice

Implementation Period

It is anticipated that CPD program will be fully implemented by 2009 and that a transition period during this time will allow nurses to develop their portfolios.



Continuing Professional Development Evidence Record

Date	Activity (Title of session, course, conference, committee participation)	Summary of Learning	Hours